

POSITION ADJUSTMENT REQUEST

C.52

NO. 25755
DATE 5/25/2021

Department Health Services Department
Department No./ Budget Unit No. 0540 Org No. 6536 Agency No. A18

Action Requested: Add one Environmental Services Manager (1WDB) position (org #0540/6536) and one Medical Record Technician (VNTB) position (org #0540/6515) in the Health Services Department.

Proposed Effective Date: 6/9/2021

Classification Questionnaire attached: Yes [] No [X] / Cost is within Department's budget: Yes [] No [X]

Total One-Time Costs (non-salary) associated with request: _____

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$271,065.71 Net County Cost \$0.00

Total this FY \$22,588.81 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO. Use additional sheet for further explanations or comments.

Jo-Anne Linares

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Sarah Kennard for

5/27/2021

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: [X] Day following Board Action.

[] _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

6/1/2021

[] Approve Recommendation of Director of Human Resources

[] Disapprove Recommendation of Director of Human Resources

[X] Other: Approve as recommended by the department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED [X] DISAPPROVED [X]

Monica Nino, Clerk of the Board of Supervisors and County Administrator

DATE 06-08-2021

BY

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows: